



Title: Director of Community and Engagement
Classification: Salary; Exempt

Status: Full-time
Reports to: Head of School

POSITION OBJECTIVES

Major responsibility of the position is to work at the intersection of our constituents (student, employees, parents, and trustees) to promote a culture of engagement, inclusion, and well-being. The Director of Community and Engagement evaluates the School's community and culture and calibrates it with our expressed values of wisdom, honor, service and our mission as an inclusive Episcopal community. The Director of Community and Engagement serves as a conductor, coordinating and leveraging the resources of key School constituencies and programs to promote a vibrant community focused on wellness and belonging. The Director also aligns the efforts of these same constituencies and programs to ensure students are equipped with the competencies and skills needed to lead boldly in the complex global society.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist the Head of School, Associate Head of School, the Board of Trustees, and other school leaders in cultivating and stewarding an engaged and inclusive community culture for all school constituents.
 - Serve as chief spokesperson to the community on issues pertaining to the Parish Pathways platform and the Inclusive Community elements of our mission.
 - Provide strategic direction to the Inclusive Community Coordinator and the divisional Inclusive Community Liaisons, and the Assistant Division Heads for Student Life as they implement the Parish Pathways platform in all three divisions.
 - Lead the Inclusive Community Council guiding and aligning the efforts of key school leaders in promoting leadership, inclusive practices, and student/community engagement and wellbeing.
 - Provide strategic direction to the social emotional counselors as they implement centerED programming in all three divisions.
 - Work closely with the senior administrative team in creating the School's operating budget, related to programs that promote community and constituent engagement.
 - Partner with the Director of Enrollment Management and Director of Tuition Assistance to help identify and attract mission aligned families and to ensure that families offered the opportunity to join Parish's community fully experience an authentic sense of belonging and support.
 - Partners with the Director of Human Resources to help identify and attract mission aligned employees; onboard and orient new employees; and provide ongoing support to employees through the Fun Squad and similarly directed employee community building initiatives.
 - Partner with the Director of Development to support the efforts of the School's Care and Response Committee and to promote a healthy culture within our parent constituency.
 - Partner with the School chaplains to utilize daily chapel and other pastoral efforts as vehicles for promoting community cohesion and well-being.
 - Oversee the development of evaluative tools designed to assess community well-being and engagement; analyze those results in concert with other school leaders and develop action plans based on the findings of these assessments.
 - Establish a cross-divisional presence through periodic involvement in the life of all divisions and attendance at major school events and functions in each division.
 - Promote and model the school's statement of mission and philosophy.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Board Meetings
- Attends Strategy Team Meetings
- Attends Extended Administrative Team Meetings
- Attends Division Head, Assistant Division Head, and Division Meetings as needed
- Attends School Functions
- Attends Conferences
- Attends Chapel

SUPERVISORY RESPONSIBILITIES

Supervises, evaluates and directs the work of the Inclusive Community Coordinator. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment

QUALIFICATIONS

Education and Experience:

- An advanced degree preferred.
- 3-5 years' experience in field focused on diversity and inclusion.

Job Knowledge, Skills, and Abilities:

- Theoretical knowledge of basic social psychology relevant to position.
- Highly effective facilitation skills that create an empowering educational space for learning.
- Program development and management skills.
- Proficient verbal and written communication skills.
- Someone who responds well to criticism and deals successfully with difficult and challenging people and circumstances.
- An extremely well-organized, detail-oriented individual who has a high energy level together with an accompanying sense of urgency.
- Bright, hard-working and enthusiastic with a serious commitment to excellence.
- Industrious, resourceful, independent-minded and determined, with a drive to achieve results.
- Ability to handle confidential material and situations with discretion and sensitivity.
- Flexibility and the ability to multitask.
- Well-developed interpersonal and collaboration skills to deal effectively with a wide range of school constituents.
- An accessible and approachable people person with integrity, compassion and empathy who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
- Resourceful and able to find/summarize insights from thought leaders on the topic of inclusion.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- ☒ Office Environment
- ☐ Classroom Environment
- ☒ Works Primarily with Students
- ☒ Works Primarily with Adults; Some Exposure to Students
- ☒ Travel - Light
- ☐ Travel - Heavy
- ☒ Evening and/or Weekend Commitment - Light
- ☐ Evening and/or Weekend Commitment - Heavy

- ☒ Inside
- ☐ Outside
- ☒ Works with Others
- ☐ Works Alone
- ☐ Extreme Heat
- ☐ Extreme Cold
- ☒ Noise

Physical Requirements:

- ☒ Seeing
- ☐ Color Perception
- ☒ Hearing
- ☒ Clear Speech

- ☐ Touching (Hand and Finger Dexterity)
- ☒ Sitting
- ☒ Fine Finger Manipulation in Use of Computer
- ☒ Standing
- ☒ Ability to Move Distances
- ☐ Hillcrest Campus includes 5 buildings, 10 acres
- ☒ Midway Campus is 350,000 square feet, 50 acres
- ☒ Driving

- ☐ Climbing
- ☐ Balancing
- ☐ Kneeling
- ☐ Crawling
- ☐ Reaching
- ☐ Twisting or Bending at Waist
- ☐ Pushing or Pulling
- ☒ Lifting 0 - 20 pounds
- ☐ Lifting 0 – 40 pounds
- ☐ Lifting 0 – 75 pounds

- ☐ Carrying 0 - 20 pounds
- ☐ Carrying 0 – 40 pounds
- ☐ Carrying 0 – 75 pounds

Mental Requirements:

- ☐ Reading - Simple
- ☒ Reading - Complex
- ☐ Writing - Simple
- ☒ Writing - Complex
- ☐ Clerical

- ☒ Basic Math Skills
- ☐ Analysis and Comprehension - Simple
- ☒ Analysis and Comprehension - Complex
- ☐ Decision Making - Simple
- ☒ Decision Making – Complex
- ☐ Exercise Discretion - Simple
- ☒ Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.

Qualified candidates should send a cover letter and resume' to employment@parish.org

January 13, 2021